



# comaea

# competency management system

## for private, public and government sector

c11.8 pre-release notes | 17 March 2025

# what to expect from the next release

- language packs
- career journey (update 2)
- report and analytics (update 2)
- idp (update 3)
- ui/ux improvements
- misc-functionality (update 2)
- assessment
- system architecture



# 01 | language packs

# language packs | preference

لغة  →

أهلاً بك!  
تسجيل الدخول

البريد الإلكتروني

بريدك الإلكتروني

كلمة المرور

كلمة مرورك

[هل نسيت كلمة المرور؟](#)

استمر



- Ability to set available language packs by account
- Ability to select default language by account
- Ability for user to select language preference from available language packs

## 02 | career journey-2

# career journey-2 | browse best match roles

The screenshot shows the 'Role Search' interface in the Comaea system. It features a search bar, 'Columns' and 'Filter' buttons, and a table of job profiles. The table columns are 'Job Profile', 'Match', 'Favourites', and 'Actions'. The 'Match' column shows percentages ranging from 100% to 39%. The 'Favourites' column contains heart icons, some of which are filled. The 'Actions' column contains 'Add' buttons. A sidebar on the left shows the 'Career Journey' section with a 'Current' status indicator for 'AF | DS02 | Associate Data Scientist Roles'.

Job Profile	Match	Favourites	Actions
Digital Capability Manager II: Talent SEO (Digital Talent)	100%	♥	Add
Associate Data Governance Manager (HEO) (Digital Talent)	90%	♥	Add
Data Governance Supervisor (Digital Talent)	85%	♥	Add
IS  Cyber risk analyst (Information Security)	72%	♥	Add
IS  Cyber security manager (Information Security)	64%	♥	Add
IS  Cyber security engineer (Information Security)	55%	♥	Add
IT   IT specialist (Information Security)	49%	♥	Add
IT   Business analyst (Information Security)	43%	♥	Add
IT   Data analyst (Information Security)	39%	♥	Add

- Ability to compare your competency profile with other job profiles from the Career Journey page and see best matches.

# career journey-2 | align sort order

The screenshot displays the 'Career Journey' interface. On the left, a graphic shows a road with three milestones: 'AF | DS02 | Associate Data Scientist' (Current), 'AF | DS03 | Data Scientist' (Career Step 1), and 'AF | DS04 | Principal/Senior Data Scientist' (Career Step 2). On the right, 'My Career Journey' lists these steps with their respective compliance percentages: 85% for the current role, 75% for Career Step 1, and 60% for Career Step 2. Each step includes role details and an 'Edit' button.

Step	Role	Compliance	Status
Current	AF   DS02   Associate Data Scientist GAFC   Data Scientist Roles	85%	Current
Career Step 1	AF   DS03   Data Scientist GAFC   Data Scientist Roles	75%	Career Step 1
Career Step 2	AF   DS04   Principal/Senior Data Scientist GAFC   Data Scientist Roles	60%	Career Step 2

- Right hand panel will match left hand graphic – ie current role at the bottom.
- Minor updates to layout to accommodate browse roles outside of your current job family.
- Some architecture updates ahead of future succession planning functionality in C11.9

## 03 | report and analytics-2



# report and analytics-2 | all reports

The screenshot displays a comprehensive analytics dashboard with several key sections:

- Job Readiness:** A table showing employee readiness for 'Data Analyst' roles, categorized by criteria like 'Changing and Improving' and 'Managing a quality service'.
- Gap Analysis:** A visual overview of skill gaps for 1500 employees, highlighting top competencies like 'Delivering at pace' and 'Performance Management'.
- Competency Heatmap:** A bar chart showing the overall competency level distribution across levels 0 to 5, with a peak at Level 2 (1262 employees).
- Competency Distribution:** A detailed table for 215 employees, listing core and additional criteria with metrics for Not Assessed, Below, At JR, and Above.
- Team Spider:** A radar chart and summary table for a 'Team Spider' group, comparing individual competencies against requirements.

- From user feedback, all reports will feature a cleaner and more modern design layout for improved user experience.

# report and analytics-2 | Job Profiles Report

**Job Profiles Report**  
This report shows employees with their job profiles and progression  
Filter applied: Project Management [Open Filter](#) [Data Focused View](#)

**Job Profile Summary**

10000 **Current** 434 **Career Step 1** 277 **Career Step 2** 998 **Skills Audit** 1000 **Accreditation** 800 **Strategic Profile**

72 out of 1014 employees have more than 1 current role profile.  
14 out of 1014 employees have no current profile.

**Job Profile** [Browse All](#)

AF|DA02|Data Analyst (GACF | Data Analyst Roles)

Progression: Current (Default) Time travel (not included): 12 months ago **11.8**

**Employees Job Profile**  
Showing all job profiles of employees and their progression

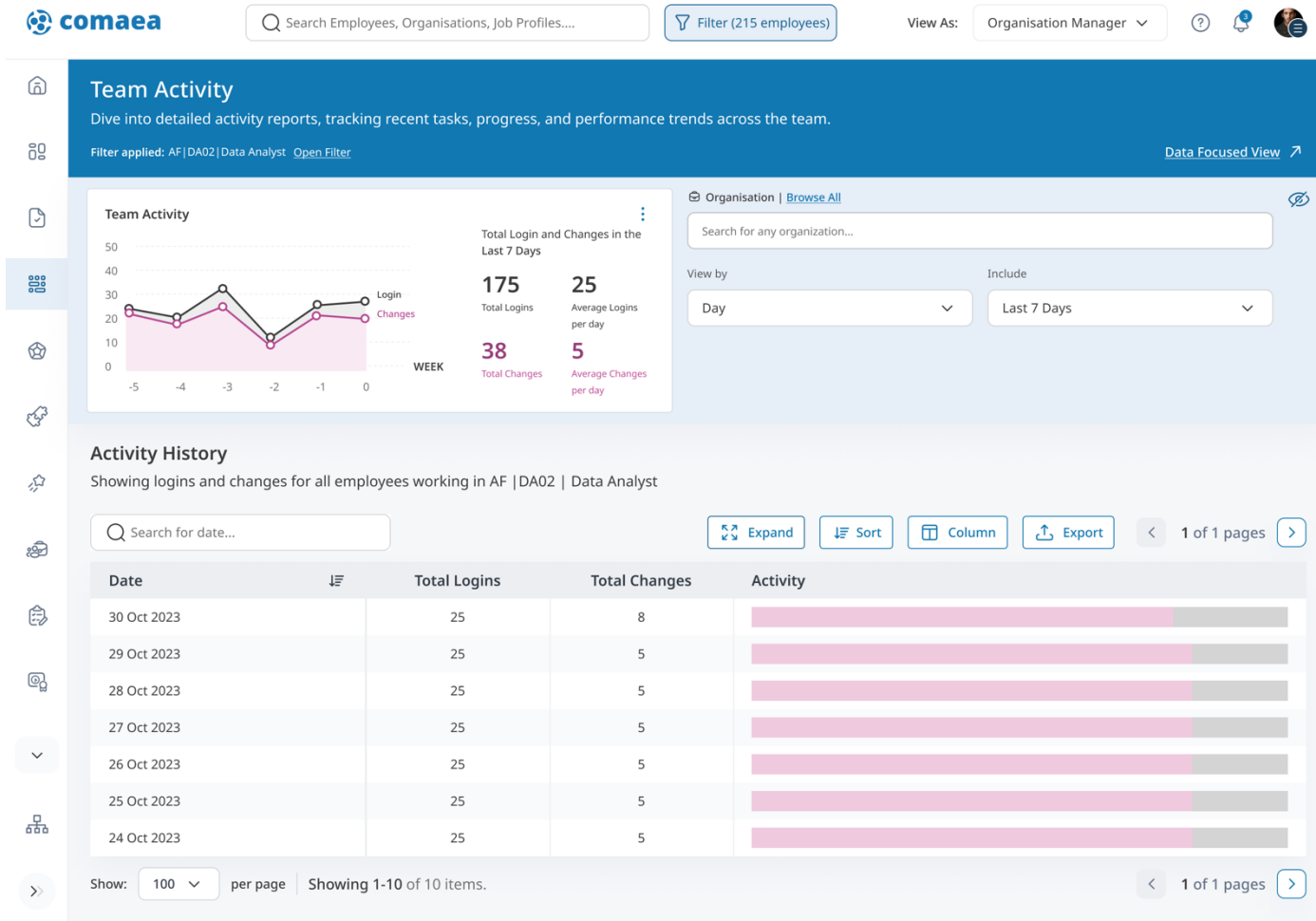
Expand Sort Column Export

1 of 1 pages

Employee	Unit	Position	Current role with Compliance	Career
Anne-Marie Mitchell	GOST	Project Manager	JRDP004-4   Programme Manager/Director (SCS1) - 92%	
Aquinas User	GOST	Project Manager	JRDP003-4 Programme Manager/Director (G6) - 92%	
Bens Robert	GOST	Project Manager	JRDP003-6 Project Manager/Director (SEO) - 92%	JRDP003- JRDP004-
Beyonce Hadid	GOST	Project Manager	JRDP004-4 Programme Manager/Director (G6) - 92% JRDP003-4 Project Manager/Director (SEO) - 92%	JRDP004-
Curtis Bryan	GOST	Project Manager	JRDP004-4 Programme Manager/Director (G6) - 92% JRDP003-4 Project Manager/Director (G6) - 92%	JRDP004-
Euan Gillespie	GOST	Project Manager	JRDP003-6 Project Manager/Director (SEO) - 92%	

- New widget and report to view what job profiles people have added.
- Also the ability to filter on those with more than one current job profile.
- Some architecture updates ahead of the succession planning functionality due in C11.9

# report and analytics-2 | Activity Report



- New report where we can track logins and changes of employees

# 04 | idp-3

# idp-3 | idp tracking

comaea Search Employees, Organisations, Job Profiles... Filter (100 Employees) View As: Organisation Manager

### Team Plans

Outlining the team's plans, defined goals, and actions

Filter applied: AF|DA02|Data Analyst [Open Filter](#) [Data Focused View](#)

#### Plan Approval and Status

70% Plans Approved by Employees 50% Plans Approved by Manager

30 Not Started 50 In-progress 20 Completed [Show all \(100\)](#)

30 Employees have not started yet [Nudge](#)

Organisation | [Browse All](#)

Search for any organization...

Plan Template

2025 Individual Development Plan

View by Organisation

### Employee List

These are all employees and their Plan status

Search for employee... [Expand](#) [Sort](#) [Column](#) [Export](#) 1 of 1 pages

Employee	Current Job Profile	Plan Name	Plan Status	Approve
Anne-Marie Mitchell	Cyber Risk Analyst	<a href="#">2025   Individual Development Plan</a>	No started	
Aquinas User	Cyber Risk Engineer	<a href="#">2025   Individual Development Plan</a>	Completed	
Bens Robert	Project Manager Grade 7 SEO	<a href="#">2025   Individual Development Plan</a>	In-progress	
Beyonce Hadid	Senior Project Manager Grade 6 (G6)	<a href="#">2025   Individual Development Plan</a>	In-progress	
Curtis Bryan	Cyber Risk Analyst	<a href="#">2025   Individual Development Plan</a>	In-progress	
Euan Gillespie	Cyber Risk Analyst	<a href="#">2025   Individual Development Plan</a>	In-progress	
Jane Hall	Cyber Risk Analyst	<a href="#">2025   Individual Development Plan</a>	Completed	

- Team plans showing employees plan status, approval for each plan template

# idp-3 | competency based pay

**Competency Based Pay**  
Proficiency calculation based on competency

2024

**2024 October | Proficiency Review** Calculate

Job Profile	Date	Proficiency Alignment Preview <span style="font-size: 0.8em;">?</span>
Cyber Risk Analyst	2 Oct 2024	<div style="width: 100%; height: 15px; background: linear-gradient(to right, #ccc, #f8766d, #76c730, #f1c232);"></div>

**2024 April | Proficiency Review** Proficiency Level : 5 Calculate Submit Review

Job Profile	Date	Proficiency Alignment <span style="font-size: 0.8em;">?</span>
Cyber Risk Analyst	2 Apr 2024	<div style="display: flex; align-items: center;"> <div style="width: 10%; height: 15px; background-color: #76c730; border: 1px solid #ccc; margin-right: 5px;"></div> <div style="width: 80%; height: 15px; background-color: #f1c232; border: 1px solid #ccc; margin-right: 5px;"></div> <div style="width: 10%; height: 15px; background-color: #ccc; border: 1px solid #ccc;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 2px;"> <span>✓ 1</span> <span>☆ 14</span> </div> <div style="display: flex; justify-content: space-around; font-size: 0.7em; margin-top: 2px;"> <span>⊖ Not Assessed</span> <span>⬇ Below</span> <span>✓ At JLR</span> <span>⬆ Above</span> </div>

2023

**2023 April | Proficiency Review (Archived)** Proficiency Level : 4 Closed

Job Profile	Date	Proficiency Alignment <span style="font-size: 0.8em;">?</span>
Cyber Risk Analyst	15 Mar 2023	<div style="display: flex; align-items: center;"> <div style="width: 60%; height: 15px; background-color: #76c730; border: 1px solid #ccc; margin-right: 5px;"></div> <div style="width: 40%; height: 15px; background-color: #f1c232; border: 1px solid #ccc; margin-right: 5px;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 2px;"> <span>✓ 10</span> <span>☆ 5</span> </div> <div style="display: flex; justify-content: space-around; font-size: 0.7em; margin-top: 2px;"> <span>⊖ Not Assessed</span> <span>⬇ Below</span> <span>✓ At JLR</span> <span>⬆ Above</span> </div>

2022

2021

**2021 October | Proficiency Review (Archived)** Proficiency Level : 3 Closed

Job Profile	Date	Proficiency Alignment <span style="font-size: 0.8em;">?</span>
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- New functionality for Competency Based Pay Reviews (CBP)
- More informative layout and clear visibility of historical reviews

# idp-3 | continued professional development

CPD Record
Export Print Add CPD

Continual professional development

CPD Plan

CPD Plan 2024

**16.25**

CPD Hours left to do in this period

**238.5**

Lifetime CPD hours completed

19.75 of 36 hours (55%) completed

[Edit CPD Target](#)

CPD Tracker

CPD Item	Type	Date	CPD hours
Fire safety (CSL)	Training course	1 Sep 2024	6:30 hrs
PsACE conference	Event	9 Sep 2024	10:30 hrs
Leadership course	Online Course	11 Sep 2024	12 hrs
Lunch & learn teamwork session	Event	2 Sep 2024	3 hrs
Lessons learned reporting eLearning	Online Course	12 Sep 2024	4 hrs

CPD Type

- New CPD log with the ability to set target hours and track CPD type.
- Exportable to send to professional body



# idp-3 | archived plan

**Development** + Create a new plan

This area is where you can create your plans, goals, and actions to improve your skills.

**2020 | Individual Development Plan (archived)** View Other Development SEP 2020 - AUG 2021

Started 1 Dec 2020 (overdue)


Plan Items	2024 SEP	OCT	NOV	DEC	2025 JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG
<b>Touchpoints</b>												
◆ Kickoff Meeting • 2 Sep 2020	◆ Kickoff Meeting											
◆ Mid Point Review • 14 Feb 2021						◆ Mid Point Review						
◆ End Point Review • 31 Aug 2021												◆ End Point Review
<b>Create Team Leadership Lunch and Learn Sessions</b>	[Timeline bar]											
🚀 Carry out a review with the Team	[Timeline bar]											
🚀 Create a Training Outline				[Timeline bar]								
🚀 Create a timeline for delivery				[Timeline bar]								
<b>Review and adapt our Portfolio Dashboard Reports</b>	[Timeline bar]											
🚀 Review current Portfolio Dashboard				[Timeline bar]								
🚀 Identify and Meet with key stakeholders to determine reporting needs				[Timeline bar]								
🚀 Build a draft report and share with stakeholders					[Timeline bar]							

- Ability to archive plans



# 05 | ui/ux improvements



# misc-functionality-2 | splash page



## Welcome to the Government Analysis Function Online Skills Tool.

1. Familiarise yourself with the Government Analysis Career Framework where you can find more information about the different roles and skills required across the Function.
2. Within the tool, click on your initials in the top right hand side and then "Security". Within this, select "Manage Password" and select a strong and unique password and do not share it.
3. In the "Assessment" area, click "Add/Edit" within the "Job Selection" Widget to add role profiles. We recommend choosing one for your current role and one for future aspirational role.
4. Complete your skills assessment against each of the competencies in the role profile. More information on each competency can be found by clicking the 'Description' and 'Indicator' buttons. If you selected multiple role profiles, you can switch between them in the menu on the top-right corner.
5. For each competency you should select your current level of skill. You will also see the Job Requirement (what is required for that role), and you can set a further Competency Target if you wish to aim higher than the Job Requirement.
6. You can view and assess against each of the criteria with an alternative view in the "Summary" section menu.
7. In the Action section on the right hand side of the summary screen, you will be able to browse learning associated with each of the competencies. This will help you to close any competency gaps that you have identified. All learning selected can then be viewed in the "Learning" section of the site.

Any questions? Get in touch with the Analysis Function Capability team at [analysis.function@ons.gov.uk](mailto:analysis.function@ons.gov.uk)



- New splash page that brings the welcome message to the homepage
- Will automatically display on first visit
- Can be viewed subsequently when required
- Welcome widget on dashboard may be removed

# 06 | misc-functionality-2

# misc-functionality-2 | self registration



## Log in with token

Enter your token details below

First name

Last name

Email

Password



Token

Log in

- Tokens will be created in Admin and linked to an organization unit
- Users are sent a link to self-register using the token
- Admin can move users as necessary

# 07 | assessment

# assessment | cross review

**Employee Summary**  
Viewing Karenjane's assessment summary

**Karenjane Cantiveros**  
Current Digital Capability Manager II: Talent SEO  
85% Complete

**Assessment progress**  
Cross-assessed 11/11 Competencies

**Job readiness**  
1 Not Assessed, 1 Below, 5 At JLR, 4 Above

**Charts**  
View as Spider

**Competencies**  
Search for competencies... Expand Sort Filter Column

Competency	Cross-assessment	Job Requirement	Job Readiness	Cross Assessor Updated	Actions
Behaviours: Changing and Improving	0 1 2 3 4 ×	3	⊘	14 June 2024	Comment
Behaviours: Managing a quality service	0 1 2 3 4 ×	3	⚠	14 June 2024	Comment
Behaviours: Seeing the big picture	0 1 2 3 4 ×	3	✓	14 June 2024	Comment
Behaviours: Working together	0 1 2 3 4 ×	3	✓ ⭐	14 June 2024	Comment
<b>Additional Criteria</b>					
Competency	Cross-assessment	Job Requirement	Job Readiness	Cross Assessor Updated	Actions
Behaviours: Delivering at pace	0 1 2 3 4 ×	3	✓	14 June 2024	Comment

- Ability to set up cross-reviewers (up to 5)
- New widget on employee dashboard – “ People to Review”

# 08 | system architecture

# system architecture | zero level skills

The screenshot displays the Comaea user interface. At the top, there's a navigation bar with the Comaea logo, a 'Switch to C10' link, and a 'View As: Employee' dropdown. The main content area is divided into several sections:

- Competency Summary:** Shows 'Current' status for 'Digital Capability Manager II: Talent SEO' with a compliance score of 85%.
- Assessment progress:** A progress bar showing 'Self-assessed' (29/29 Competencies) and 'Approved' (29/29 Competencies).
- Job readiness:** A bar chart showing 1 'Not Assessed', 1 'Below', 5 'At JLR', and 4 'Above'.
- Charts:** A section with a 'View as Spider' link.
- Competencies Table:** A table with columns for Competency, Self-assessment, Approver Level, Job Requirement, Job Readiness, and Development Target. It is divided into 'Core Fundamental Criteria' and 'Additional Criteria'.

Competency	Self-assessment	Approver Level	Job Requirement	Job Readiness	Development Target
Behaviours: Changing and Improving	0 1 2 3 4 ×	0 1 2 3 4	3	🚫	+ Add Development Target
Behaviours: Managing a quality service	0 1 2 3 4 ×	0 1 2 3 4	3	⚠️	+ suggested: Level 3 (3)
Behaviours: Seeing the big picture	0 1 2 3 4 ×	0 1 2 3 4	3	✅	+ Add Development Target
Behaviours: Working together	0 1 2 3 4 ×	0 1 2 3 4	3	✅ ⭐	+ Add Development Target
<b>Additional Criteria</b>					
Behaviours: Delivering at pace	0 1 2 3 4 ×	0 1 2 3 4	3	✅	+ Add Development Target
Behaviours: Leadership	0 1 2 3 4 ×	0 1 2 3 4	3	✅	+ suggested: Level 3 (3)

- There is a need to remove zero-level proficiency levels from the compliance calculation for current and future reporting requirements
- For the user there will be minor visible difference and no change in usability or behaviour
- Compliance scores may change slightly (by a few %)
- Additional weighting is being applied to higher levels to reflect the increased effort to attain those levels.